NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

NETWORK ADMINISTRATOR 1

SALARY RANGE: $64,677.09 - $92,011.89 (P26)

WORKWEEK: NL (35 HOUR WORKWEEK)

POSTING PERIOD FROM: February 11, 2015

TO: February 24, 2015

OPEN TO:
☐ Unit Scope: ☐ Division Wide

☐ Department Wide (open to Treasury employees)

☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Division of Revenue and Enterprise Services (DORES)
Solution Delivery / Information Technology
50 W. State Street, 4th Fl.
Trenton, New Jersey 08625

JOB DESCRIPTION:
Under supervision, will provide Microsoft Windows platform maintenance, configuration, installation and support for the Division of Revenue and Enterprise Services IT infrastructure. Microsoft platforms will include but not be limited to Active Directory, DHCP, DNS and WINS. Will be responsible for a broad range of administrative and frontline helpdesk support duties throughout the entire organization, including server operations and support, user administration, and troubleshooting user problems.

REQUIREMENTS:
Open to employees who have completed a working test period in the below- listed, non-competitive title and who meet the open competitive requirements listed below:

Information Technology Specialist

OR

Open to employees who have completed a working test period in a competitive title and who meet the open competitive requirements listed below:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree which must include a minimum of eighteen (18) semester hour credits in mathematics, and/or computer science.
NOTE: Applicants who do not possess the Bachelor's degree but possess the 18 semester hour credits may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.
NOTE: Evidence of formal training in Computer Science/Information Technology received at an accredited institution may be submitted with your application for evaluation by the Civil Service Commission for possible credit. These training courses will be examined to see how they compare, both in hours/content, to college courses to which they equate, sixteen (16) training hours being equal to one (1) college credit. In house training courses will not be accepted as meeting this criteria; thus, they will not be evaluated.
EXPERIENCE: Three (3) years of experience in the development, implementation, and maintenance of multinetwork, multi-user Local Area Networks (LAN), Metropolitan Area Networks (MAN), and/or Wide Area Networks (WAN) environments.

If you qualify and are interested, please send your resume, cover letter and Application for Employment, **by email only**.
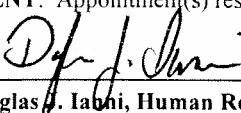**NOTE:** All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
Subject line: (NETWORK ADMINISTRATOR)

To obtain an Application for Employment, go to: http://www.nj.gov/treasury/administration/pdf/hr-application.doc. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY: _____

Douglas J. Iahni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer